Job Title: Office Manager

BCAT Code: 09TX14
Pay Grade: G10
FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs administrative and/or supervisory duties in managing an office.

Examples of Duties
- Manages the general administrative and support functions of the office.
- Supervises lower level clerical and administrative staff.
- Coordinates personnel related functions for the office, such as posting vacancies, hiring staff, etc.
- Coordinates administrative functions of the office, such as producing class schedules, etc.
- Assists the administrative staff with typing, filing, and other duties as needed.
- Coordinates the work flow of the office.
- Investigates and resolves complaints concerning office operations.
- Maintains the department keys, copy equipment, etc.
- Coordinates office functions, such as award ceremonies and other special events.
- Processes payments.
- Maintains the department purchase forms.
- Develops office policies and procedures.
- Orders office supplies.
- Assists the professional staff with special projects as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of general office policies and procedures.
- Knowledge of office equipment.
- Knowledge of computer software and operation.
- Effective organizational skills.
- Effective time management skills.
- Effective supervisory skills.
- Effective oral and written communication skills.

Minimum GSU Hiring Standards
Bachelor’s degree; or high school diploma or GED and two years of administrative or office experience; or a combination of education and related experience. Light typing may be required for some positions. Supervisory experience may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section